

## Block Party Trailer Policies and Procedures

- Applicants applying to reserve the Block Party Trailer are required to submit the Parade/Special Event/Block Party Application
- If applicant would like to host the block party at public park please submit the Park Permit Form
- Barricades are included with the Block Party Trailer and they shall be placed no earlier than 9 am on the day of the block party and removed from the street before 8:30 pm.
- Reservations for trailer are taken on a first come first serve basis
- Reservations must be made at least 10 days prior to the scheduled block party
- The applicant is responsible for fixing any damaged or replacing lost items to the Block Party Trailer while the Block Party Trailer is in the applicant's possession
- Block parties are free events and hosts cannot charge guests
- The applicant reserving the Block Party Trailer must:
  - Must be 18 years old at the time of reservation
  - Englewood resident
  - Be the block party host
  - Accept responsibility for the Block Party Trailer and its contents when the trailer is dropped off to when the trailer is picked up
- The condition of the Block Party Trailer and contents must be in the same condition as they were when the trailer was dropped off:
  - All tables and chairs wiped down and clean
  - All trash bins emptied
  - Coolers emptied and wiped down
  - All games and other contents returned to their designated boxes and bins in the trailer
- The doors to the Block Party Trailer must be secured and locked when the trailer is not in use
- The block party trailer will be dropped off on Friday and picked up the following Monday of the weekend selected by the applicant
- The block party trailer will be parked in front of or in driveway of address provided by applicant
- The \$100 deposit submitted by applicant will be refunded after the trailer is inspected and all items are confirmed
- By signing this Policy and Procedure, the applicant acknowledges the above terms and conditions and hereby expressly releases and agrees to hold harmless the City of Englewood, its officers, employees, volunteers, individually and collectively, from all claims and damages to, or for any loss associated with the use of the Block Party Trailer or in the use of any City owned property

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Signature of Applicant

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Printed Name

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Date